Vermont Student Census Spring Update
School Year 2009-2010

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Online Instructions

Due Date: July 15, 2010

VERMONT
DEPARTMENT OF EDUCATION

IT Team: Data Management & Analysis
(802) 828-3777

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System Requirements

Adobe Acrobat Reader (Free Download)

Internet Explorer 5.0 or greater (for MAC users: Safari 1.2)

An executable J-Initiator file will be provided upon request for users who have not already loaded it. Please call (802) 828-3777 if you are not using the same computer to complete the Spring Census that you may have used this past fall. Double clicking on this .exe will load the file on your computer and will enable **Windows based machines/ computers** to access Oracle Applications. Once this is loaded onto your computer all future access to DOE Oracle Applications will be permitted.

NOTE: If you are a Mac user, you will not need to load the J-Initiator, provided you are using a Mac OS 9.0.4 or 9.1 as an operating system. If you are not able to log into the application, please call our helpdesk.

Starting the Application

Windows users open Internet Browser. Please note there is an underscore between SSC_CLC

https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=ssc_clc

Mac users open Internet Browser Please note there are two underscores SSC_CLC_MAC

https://wave.ed.state.vt.us:445 9/forms90/f90servlet?config=ssc_clc_mac

Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive. Please use all caps.
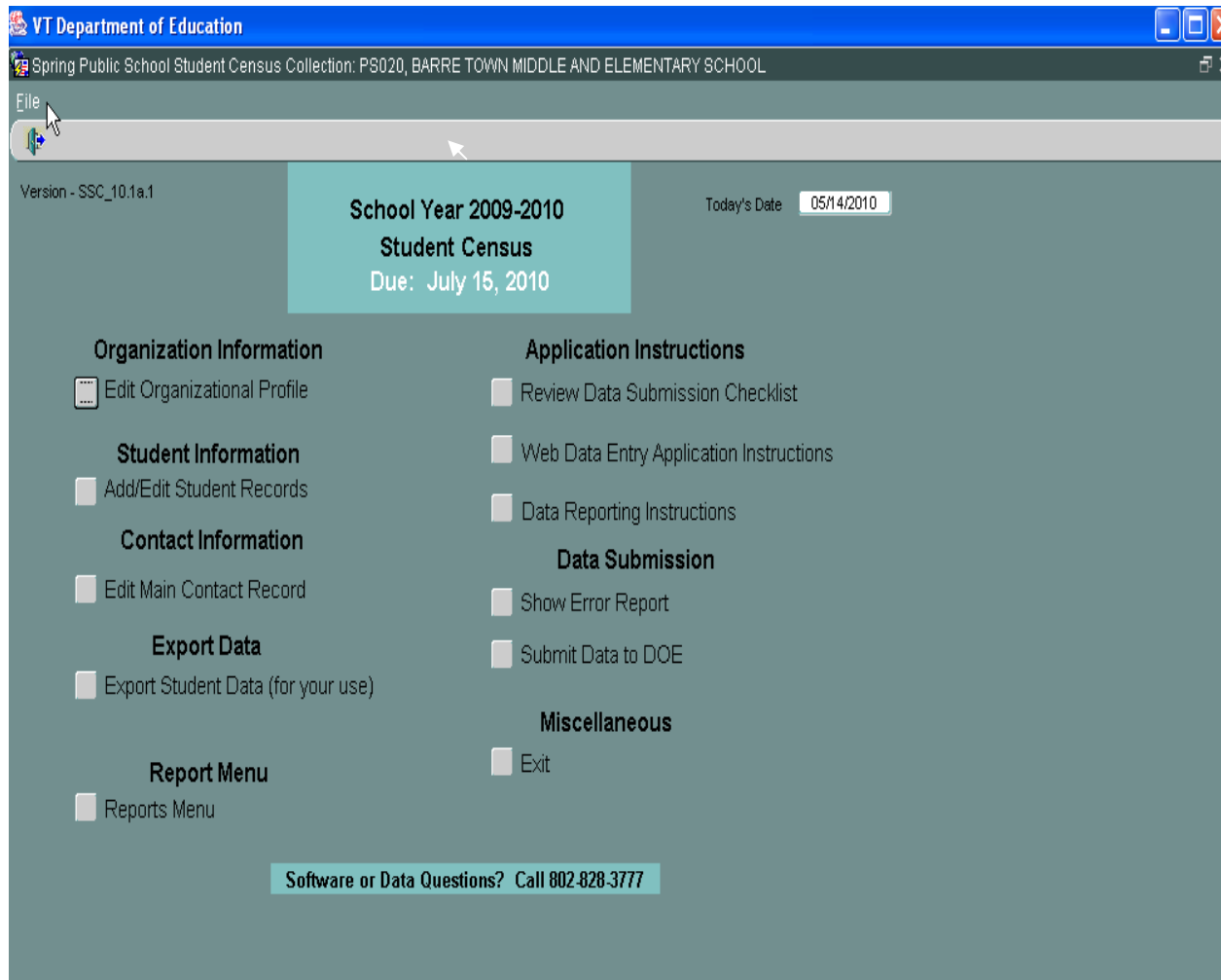
Technical Support

Call (802) 828-3777 for assistance with the data entry application.

Due Date

Please submit completed data to the DMAT by July 15, 2010.

Main Menu Options

Organization Information

Edit Organizational Profile - This button allows you to edit the information about your school.

Student Information

Add/Edit Student Records - This button lets you add new students or edit existing student records.

Contact Information

Edit Main Contact Record – To enter or edit the contact information for the person completing the Spring Census.

Export Data

Export Student Data - Lets you export data in an Excel format.

Report Menu

> **Reports Menu** – This feature will create a report of all student records in the application.
>
> The reports are as follows:
> > Census Signature Page
> > Deceased Student List
> > Directly Certified Students List
> > Dropout Student List
> > Graduated Student List
> > Home Study Students Taking Academic Courses
> > Home Study Students Participating in Extra- or Co-curricular Activities
> > Promoted Student List
> > Retained Student List
> > Student Attendance List
> > Students Not Receiving a Classification
> > Summer Dropout Student List
> > Transfer Student List

Application Instructions

> **Review Data Submission Checklist** – This button takes you to the Student Census data submission checklist.
>
> **Web Data Entry Application Instructions** – This button allows you to print the Online Spring Student Census Instructions.
>
> **Data Reporting Instructions** – This button allows you to print the Spring Census Data Reporting Instructions.

Data Submission

> **Show Error Report-** This button lets you see the errors without submitting data.
>
> **Submit Data to DOE -** Click this button to submit data to DOE, once this button is pushed and submission message appears your data is locked and unable to accept any additional edits. If you must revise submitted data please call DOE at (802) 828-3777, and we will unlock your data file.

Miscellaneous

> **Exit Application** - This button lets you exit the application and the data will be saved before exiting.

Organization Information

Click on **Edit Organizational Profile** to make sure that all of the **Organizational Information** is correct for your school.

The **Actual School Year End Date** for your school located in the Calendar Info **must** be completed before proceeding to the student data.

Select **File** and return to main menu to return to the main menu page.

Student Information

Use the **Add/Edit Student Records** to add or change student records. **NOTE:** Record changes are automatically saved when you move to another record.
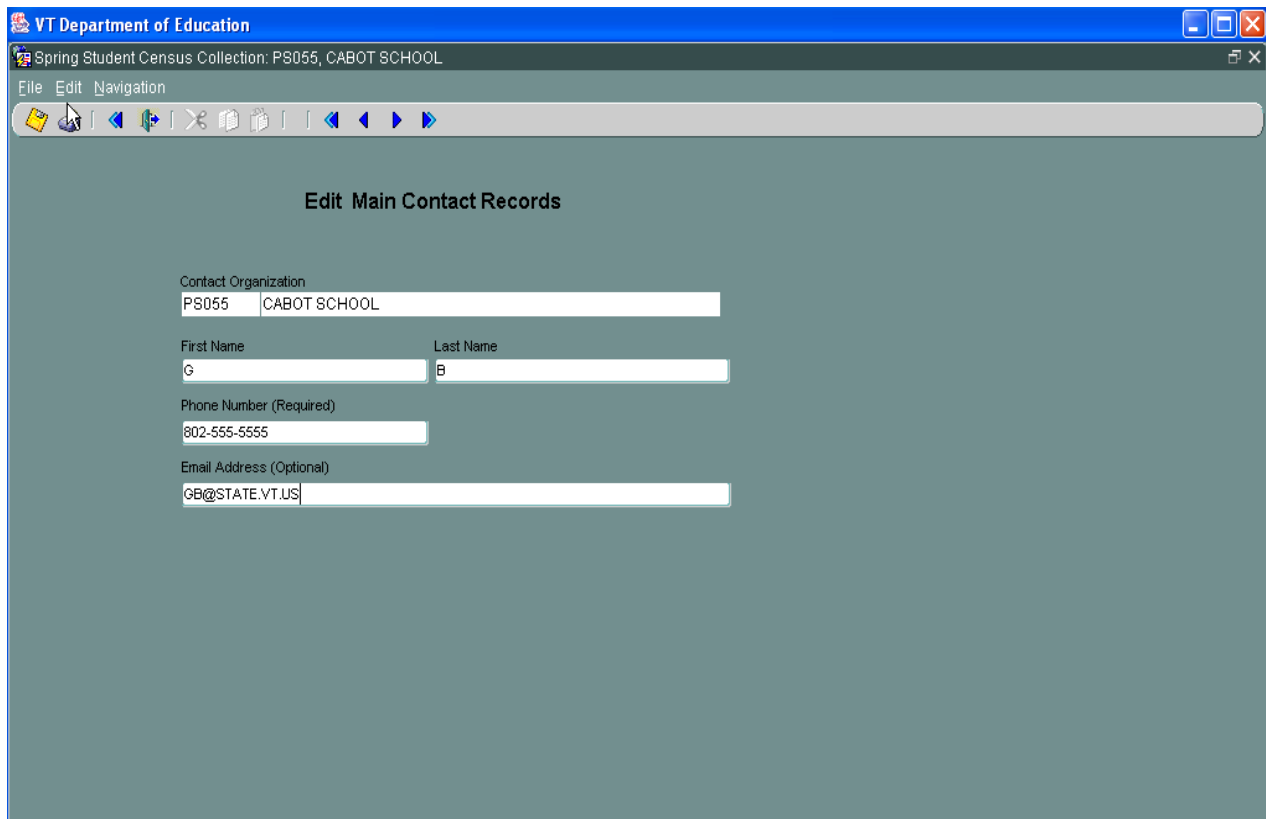
Select option from top toolbar.

> **Search** – This button lets you enter a student ID number or student name to search for students.

> **Sort** – This button lets you sort by last name, grade or student ID.

> **Add Record(s)** – This button lets you enter a new student.

To return to the main menu you must select **File**, then **Return to Main Menu** OR you can use the back arrow on the left side of the toolbar.
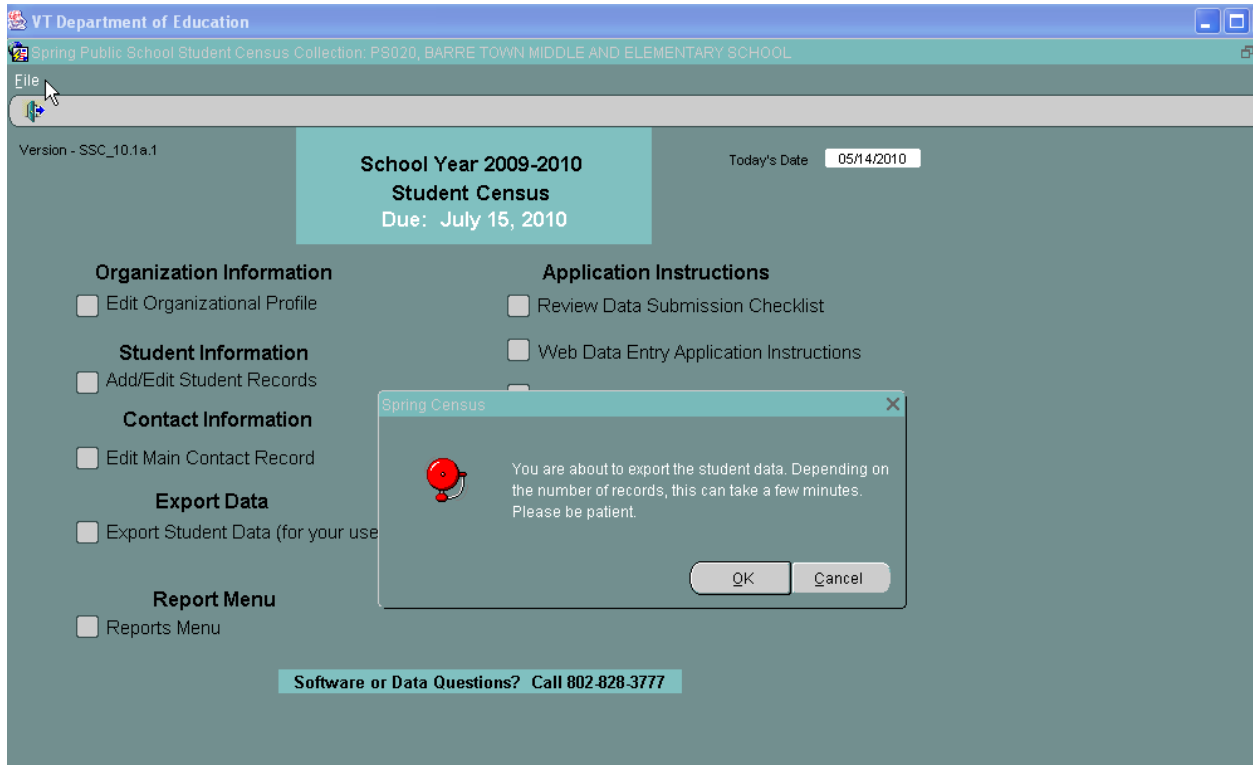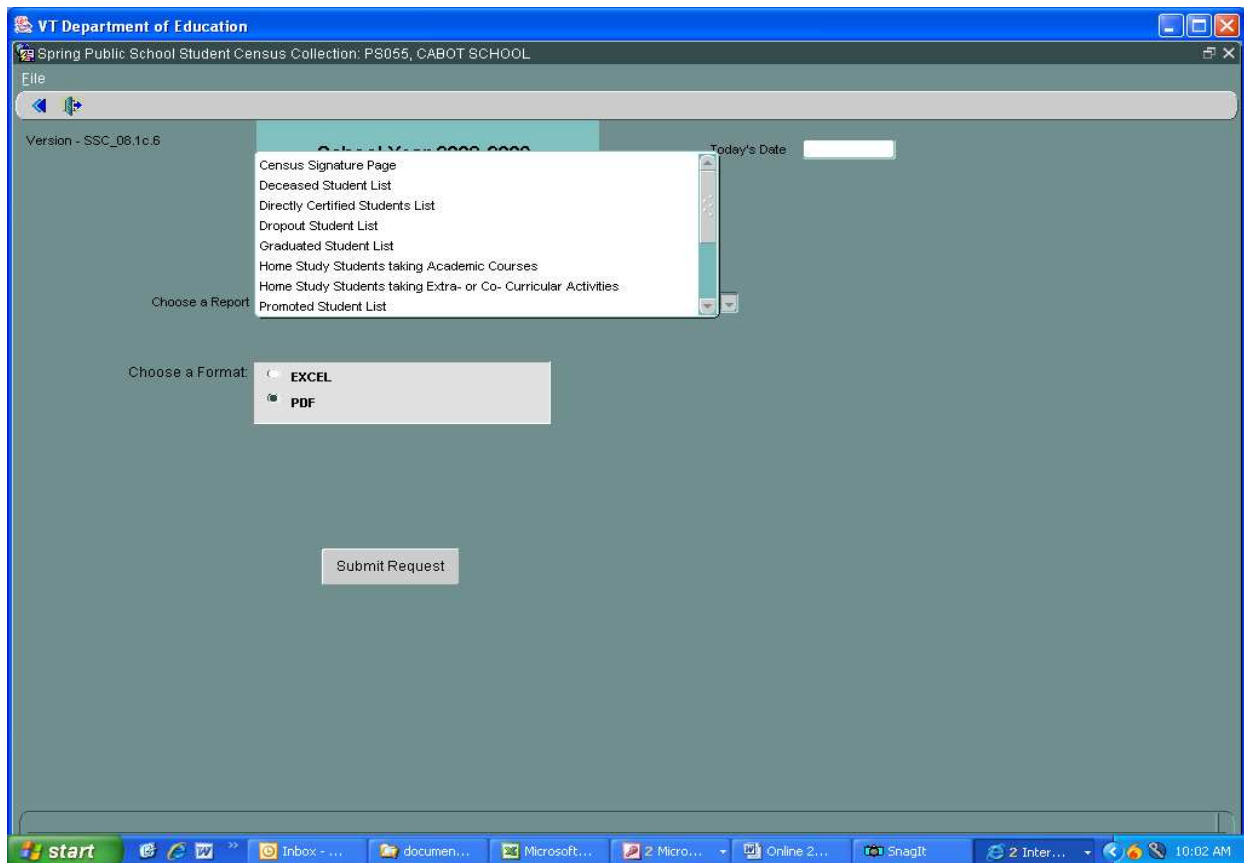
Contact Information

Edit Main Contact Records allows you to enter the correct information for the person completing the Spring Student Census.

Export Data

The **Export Student Data** option lets you export data in an Excel format. You will get a message stating this may take a few moments, click ok.

Report Menu

Click on the down arrow next to **Choose a Report** to view or print in the **Report Menu**.

These reports are as follows:

> Census Signature Page
> Deceased Student List
> Directly Certified Students List
> Dropout Student List
> Graduated Student List
> Home Study Students Taking Academic Courses
> Home Study Students Participating in Extra- or Co-curricular Activities
> Promoted Student List
> Retained Student List
> Student Attendance List
> Students Not Receiving a Classification
> Summer Dropout Student List
> Transfer Student List

You have the option to open these reports in Excel or PDF formats.

Note: If your report screen does not appear, hold down the CTRL or CTRL and ALT keys while clicking on the Submit Request button.

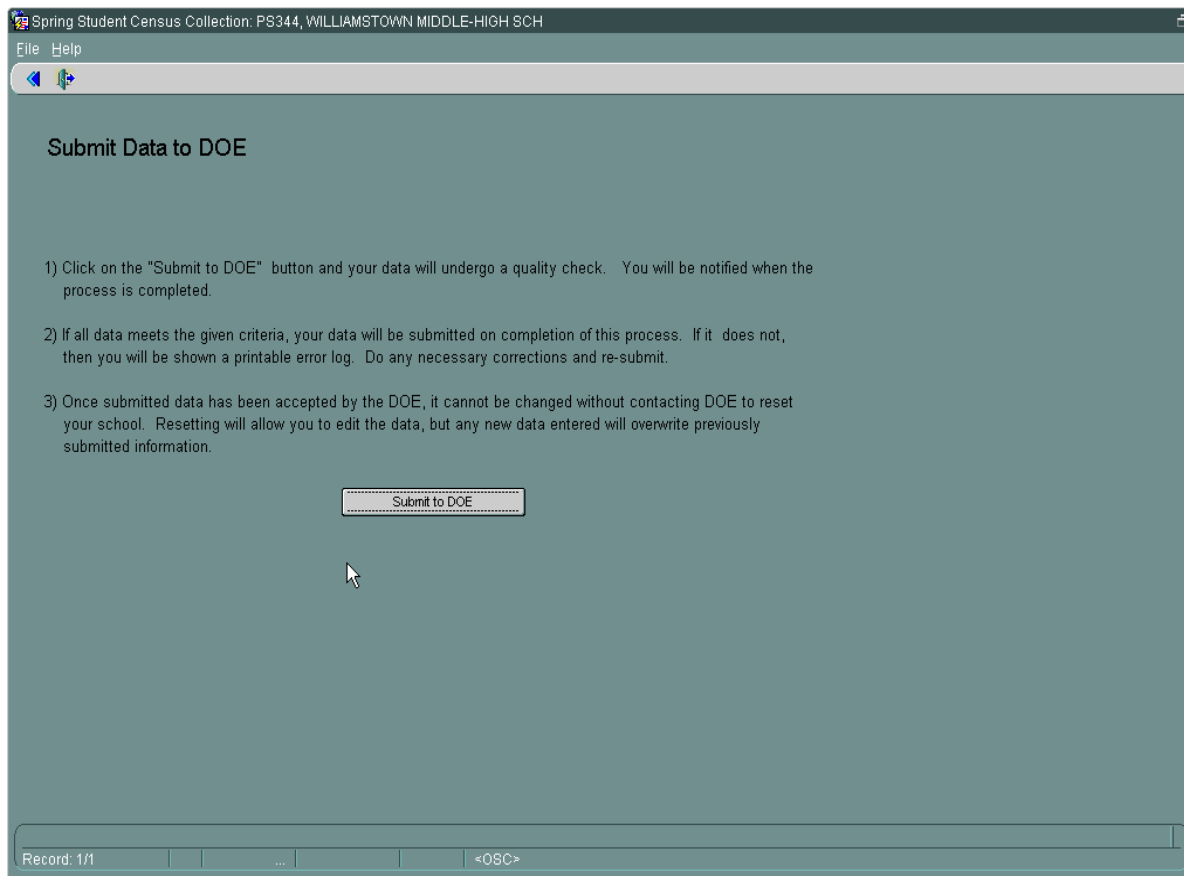**Application Instructions**
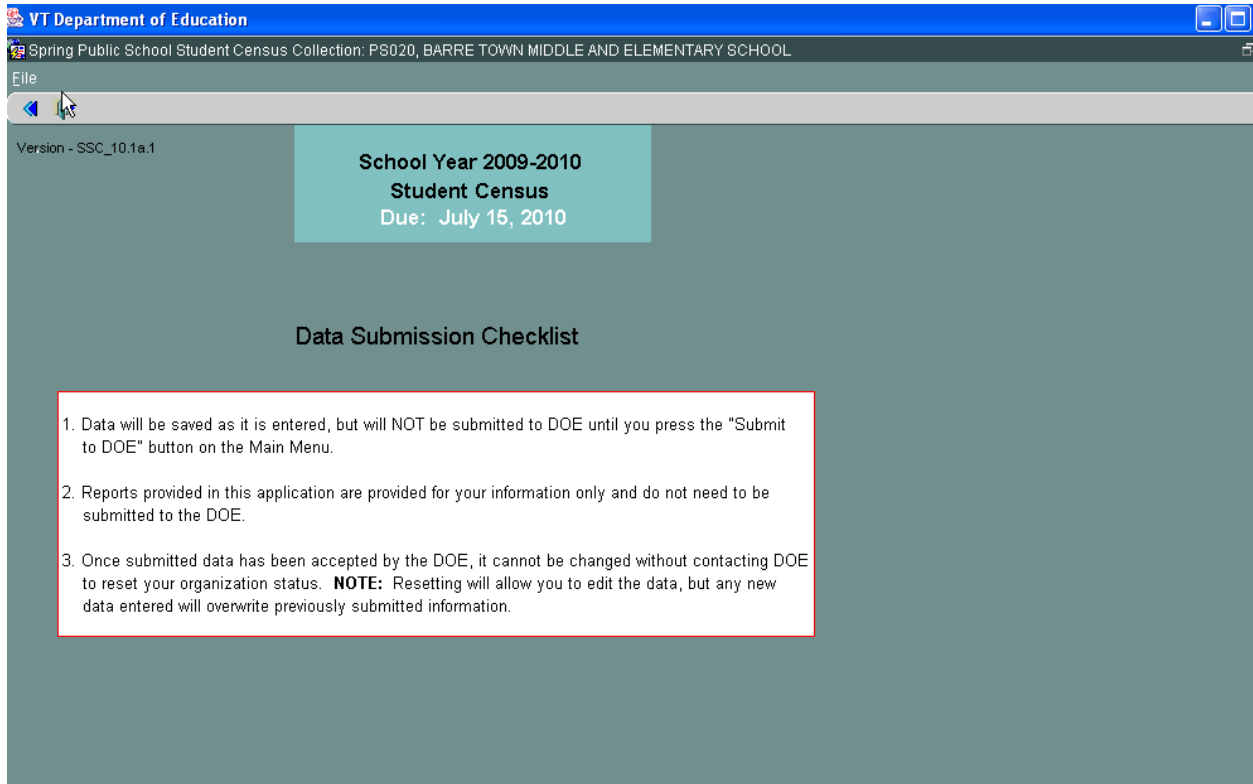
Click on **Review Data Submission Checklist** to verify the Student Census data is correct before attempting to submit data.

Click on **Web Data Entry Application Instructions** to download the Online Spring Student Census Instructions.

Click on **Data Reporting Instructions** to download the Spring Census Data Reporting Instructions.

Data Submission

Click on **Show Error Report** to see your errors without submitting the data.

Click on **Submit Data to DOE**, your application will now cycle through the submission process, if you have any errors, or have previously submitted your data you will not be able to proceed. If you have any questions about this process, call DMAT at (802) 828-3777.

NOTE: If your data does not pass you will get an error message that says this:
"A printable error log should appear in another browser within a couple of minutes."

If it does not appear, you must have a popup blocker enabled. Please disable and try submitting again. If you need further assistance regarding popup blockers, please contact your network support person or DOE helpdesk at (802) 828-3777.

Miscellaneous

Click on **Exit** to close out of the application and the data will be saved before exiting. This ensures that the application has been properly shut down.